

Residential Licensing Standards

Revised July 2009

Community Training Homes Models I & II

	Safety	Guidance
CTH 1.0	<p>Community Training Homes must receive a fire safety inspection by the State Fire Marshal's Office:</p> <ul style="list-style-type: none"> a) Prior to the home being licensed by DDSN or its contractor, annually, and following major structural changes to the home b) Any deficiencies received during the fire inspection must be reviewed by SCDDSN prior to the home being licensed. 	<p>See fire code requirements at http://www.llr.state.sc.us/firemarshal.asp</p> <p>State Fire Marshal Inspection report is maintained by the provider.</p>
CTH 1.1	<p>All homes serving children must be licensed by DDSN or its contractor:</p> <ul style="list-style-type: none"> a) Prior to the initial admission of a child b) Annually c) After structural changes are made to the home. 	<p>Child = a resident 17 years of age or younger</p> <p>The licensed is not transferable from either the address or family specified on the license.</p>
CTH 1.2	<p>All homes serving adults must be licensed by DDSN or its contractor:</p> <ul style="list-style-type: none"> a. Prior to the initial admission of a consumer b. After structural changes are made to the home 	<p>CRCF must be licensed by DHEC</p> <p>Adult=consumer 18 years of age or older.</p>
CTH 1.3	<p>Community Training Homes must pass an electrical inspection conducted by a licensed electrician:</p> <ul style="list-style-type: none"> a) Prior to the home being licensed by DDSN or its contractor to operate; and b) After major structural changes are made to the home 	<p>"Pass" requires that the home's electrical system is in good working order and does not jeopardize the health and safety of people living there.</p> <p>Documents must be available to verify the date and results of the inspection, as well as the inspector's license number.</p>
CTH 1.4	<p>Community Training Homes must pass a heating, ventilation and air-conditioning inspection conducted by a licensed inspector:</p> <ul style="list-style-type: none"> a) Prior to the home being licensed by DDSN or its contractor to operate; and b) After major structural changes are made to the home. 	<p>"Pass" requires that the HVAC is in good working order and: heating equipment must be capable of maintaining a room temperature of not less than 68 degrees Fahrenheit throughout the home. Cooling equipment must be capable of maintaining a room temperature of not more than 75 degrees Fahrenheit through the home.</p> <p>Documents must be made available to verify the date and results of the inspection.</p>

CTH 1.5	<p>When not on a public water line, Community Training Homes must pass a water quality inspection conducted by the Department of Health & Environmental Control prior to the home being licensed by DDSN or its contractor to operate; as indicated:</p> <ul style="list-style-type: none"> A. A bacteria, and metal/mineral analysis must be performed prior to being licensed; B. As needed when changes in taste, color or odor are present; and C. A bacteria analysis must be performed annually. 	<p>Providers must request an inspection from their county DHEC Office.</p> <p>The DHEC inspection report is maintained by the Provider.</p>
CTH 1.6	<p>All homes serving children must pass a health & sanitation inspection conducted by the Department of Health & Environmental Control</p> <ul style="list-style-type: none"> a) Prior to the home being licensed b) CTH I – as needed thereafter CTH II - annually 	<p>Pass = no citation that will jeopardize the health and safety of residents and care providers</p> <p>Documents must be available to verify the date and results of the inspection.</p> <p>Child = 17 years of age or younger</p>
CTH 1.7	<p>Prior to being licensed, all homes built before 1978, must pass a lead-paint risk assessment conducted by the Department of Health & Environmental Control when serving children less than six (6) years of age.</p>	<p>Pass=no citation that will jeopardize the health and safety of consumers and care providers.</p> <p>Documents must be available to verify the date in which the home was built as well as results of the assessment.</p>
	Home Environment	Guidance
CTH 2.0	<p>Community Training Homes must have a standard first-aid kit that is:</p> <ul style="list-style-type: none"> a. Readily accessible. b. Well stocked for the number of people living in the home. 	<ul style="list-style-type: none"> • Contents recommended by the American Red Cross for a standard kit: 3/4" x 3" standard adhesive bandages; mini bandages; 2" x 2" sterilized gauze pads; 1" x 5 yards self-adherent wrap; triple antibiotic ointment; providone-iodine antiseptic/germicide swabs; alcohol prep pads; • Readily accessible means accessible to all residents/staff of the home

CTH 2.1	All Community Training Homes must have a flashlight on site for each level of the home.	Flashlight must be readily accessible and operable. Level = floor
CTH 2.2	Bedrooms must have: <ul style="list-style-type: none"> a) At least 100 square feet for a single occupancy, or 160 square feet for a double occupancy; b) A comfortable bed, pillow, and linen appropriate to the climate; c) Operable lighting; d) Operable window; and e) Sufficient lockable and non-lockable storage space. 	The person's bedroom must not be a detached building, unfinished attic or basement, hall, or room commonly used for other than bedroom purposes. Maximum of two (2) people per bedroom, with at least 3 feet between beds
CTH 2.3	The Community Training Home I must have one lavatory, toilet and shower/bathtub for every six household members.	
CTH 2.4	One support provider in the Community Training Home I may provide services to no more than two people.	Bed capacity may be increased to a maximum of three beds if: the support provider has satisfactorily provided services and supports for two consumers for at least six months. An exception to standard must be approved by DDSN prior to the increase in bed capacity.
CTH 2.5	Hot water temperature in CTH homes: <ul style="list-style-type: none"> a) Must be no less than 100 degrees Fahrenheit. b) Must never be more than 120 degrees Fahrenheit. 	Water regulating skills of all persons living in the home who receive services must be assessed and appropriate training implemented. Providers should routinely check the water temperature and keep documentation of checks and necessary actions on site.
CTH 2.6	All Community Training Homes must be: <ul style="list-style-type: none"> a) Free from obvious hazards b) Clean c) Free of litter/rubbish d) Free of offensive odors e) Equipment in good working order 	Litter/rubbish contained in covered cans or tied in garbage bags. No evidence of pests/ vermin. Offensive odors – smell of urine, rotting food Household cleaning agents are kept in secure locations and away from food and medications. Based on the discretion of the provider or landlord, pets may be allowed if: vaccinations are current; proper care is provided; no signs of potential risks are assessed.

	Health Services	Guidance
CTH 3.0	Medications must be kept under proper conditions.	In a secure and sanitary area with proper temperature, light, humidity and security.
CTH 3.1	Medications and/or treatments must be administered by: <ul style="list-style-type: none"> • Licensed nurse, or • Unlicensed staff as allowed by law or • The resident for whom the medication is prescribed when he/she is assessed as independent. 	Unlicensed staff as allowed by law: As a result of a provision contained in the 2002-2003 Budget Bill, H.4878- Part 1B, 11.10, the General Assembly of the State of South Carolina granted to the Department of Disabilities and Special Needs (DDSN) the statutory authority for selected unlicensed persons to administer medications to DDSN consumers in community settings. With regard to injectable medications, this authority only applies to "regularly scheduled insulin and prescribed anaphylactic treatments under established medical protocol and does not include sliding scale insulin or other injectable medications."
CTH 3.2	Orders for new medications and/or treatments must be filled and given within 24 hours unless otherwise indicated.	If orders are given as the result of a self initiated or family initiated physician, PA or CNP visit, orders must be filled and given within 24 hours of learning about the visit.
CTH 3.3	Changes to medication or treatment regimes must be made within 24 hours of ordered change unless otherwise indicated.	If orders are changed as the result of a self initiated or family initiated physician, PA or CNP visit, orders must be changed within 24 hours of learning about the visit.
CTH 3.4	Medications must be safely and accurately given.	<ul style="list-style-type: none"> • Medication has not expired. • There are no contraindications, i.e., no allergy for the drug • Administered at: <ul style="list-style-type: none"> • Proper time • Prescribed dosage • Correct route
CTH 3.5	For residents not independent in taking their own medication/treatments, a medication/treatment log must be maintained to denote: <p>a) The name of</p>	<p>The medication log must be reviewed at a minimum, monthly. If the reviews indicate error, actions must be taken to alleviate future errors.</p> <p>Entries must be made at the time the medication/treatment was given.</p> <p>Medication includes over-the-counter medications.</p>

	<p>medication or type of treatment given</p> <p>b) The current physician's order (and purpose) for the medication and/or treatment</p> <p>c) The name of person giving the medication</p> <p>d) Time given</p> <p>e) Dosage given</p>	
CTH 3.6	Outdated medications and discontinued medications are disposed of per Provider policy.	
CTH 3.7	<p>People are encouraged to eat a nourishing, well balanced diet which:</p> <ul style="list-style-type: none"> Includes personal food preferences Allows desirable substitutions 	<p>Diet is based on accepted, recognized dietary guidelines such as the Food Pyramid and/or the physician's recommendation, DDSN Diet Manual, etc.</p> <p>People are involved in meal planning, grocery shopping and preparation to the extent of their abilities.</p>
	Staff	Guidance
CTH 4.0	Support providers must meet requirements for criminal background checks.	<p>Requirements include:</p> <p>For CTH II serving children or adults and CTH I serving adults: Within six months prior to employment, checks must include: SLED, DSS Child Abuse & Neglect Central Registry; SLED Sex Offender Registry; Driver's License checks (if duties require transport of consumers). The Provider must have a policy in place regarding periodic re-checks.</p> <p>For CTH I serving children: Within 3 months prior to employment, initial checks must include: FBI; SLED; DSS Child Abuse & Neglect Central Registry; SLED Sex Offender Registry; Driver's License checks (if duties require transport of children). SLED checks must be repeated annually. Provider must have a policy in place regarding periodic re-checks.</p> <p>Checks should be done in accordance with South Carolina State Code of Laws: Article 23 Section 44-7-2910</p> <p>No support provider may be employed who has been convicted, pled guilty or nolo contendere to:</p>

		<ul style="list-style-type: none"> • Abuse, neglect or mistreatment of a consumer in any health care setting; • An "Offense Against the Person" as provided for in Chapter 3, Title 16; • An "Offense Against Morality or Decency" as provided for in Chapter 15, Title 16; • Contributing to the delinquency of a minor as provided for in Section 16-17-490 • The common law offense of assault and battery of a high and aggravated nature; • Criminal domestic violence, as defined in Section 16-25-20 • A felony drug-related offense under the laws of this state; and • A person who has been convicted of a criminal offense similar in nature to a crime previously enumerated when the crime was committed in another jurisdiction or under federal law; has a substantiated history of child abuse and/or neglect and/or convictions of those crimes listed in SC Code 20-7-1642 and/or is listed on the SC Sex Offender Registry
CTH 4.1	<p>The provider must designate a staff member who is responsible for developing and monitoring the person's residential plan and who meets the following qualifications:</p> <ul style="list-style-type: none"> a) A bachelors degree in human services from an accredited college or university; b) Is at least 21 years of age; c) Has at least one year of experience (e.g., paid or voluntary) working directly with persons with mental retardation or other related disabilities. 	<p>"Human Services" = human behavior (e.g., psychology, sociology, speech communication, gerontology etc.), human skill development (e.g., education, counseling, human development), humans and their cultural behavior (e.g., anthropology), or any other study of services related to basic human care needs (e.g., rehabilitation counseling), or the human condition (e.g., literature, the arts). The provider can exercise wide latitude of judgment to determine what constitutes "human services". The key concern is the demonstrated competency to do the job.</p>
CTH 4.2	<p>Support providers must be at least eighteen 18 years of age and have a high school diploma or its equivalent.</p>	<p>When a high school diploma or its equivalent is a result of a correspondence program or distance/on-line learning program, it may only be used when the school or entity is approved by a local board of school trustees from the state in which the diploma or its equivalent was issued.</p> <p>A South Carolina high school certificate is not equivalent to a high school diploma.</p>
CTH 4.3	<p>Support providers must pass an initial physical exam prior to working in the home.</p>	<p>Pass = No documentation in the physical exam report of conditions present that would jeopardize health and safety of people receiving services or staff's ability to perform required duties.</p>
CTH 4.4	<p>Support providers must pass initial tuberculosis screening prior to</p>	<p>Pass = no evidence of communicable disease</p>

	working in the home and annually thereafter.	
CTH 4.5	<p>Community Training Homes I adult household members must meet the following requirements:</p> <ul style="list-style-type: none"> a) Appropriate background checks b) Initial health exam conducted by a licensed physician, physician's assistant or Licensed Nurse Practitioner c) Tuberculosis screening initially and annually thereafter. 	<p>Household member = an individual 18 years of age or older who resides in the Community Training Home I Residence.</p> <p>Appropriate background checks: SLED, SLED Sex Offender check, SC Central Registry of Child Abuse & Neglect check. FBI checks if the home serves children.</p> <p>Checks must be conducted prior to the home being licensed, prior to providing services, before moving into a licensed CTH I</p> <p>No household member aged 18 or older who has been convicted, pled guilty or nolo contendere to the following charges may live in a CTH I:</p> <ol style="list-style-type: none"> 1. Abuse, neglect or mistreatment of a consumer in any health care setting; 2. An "Offense Against the Person" as provided for in Chapter 3, Title 16; 3. An "Offense Against Morality or Decency" as provided for in Chapter 15, Title 16; 4. Contributing to the delinquency of a minor as provided for in Section 16-17-490 5. The common law offense of assault and battery of a high and aggravated nature; 6. Criminal domestic violence, as defined in Section 16-25-20 7. A felony drug-related offense under the laws of this state; 8. A person who has been convicted of a criminal offense similar in nature to a crime previously enumerated when the crime was committed in another jurisdiction or under federal law; has a substantiated history of child abuse and/or neglect and/or convictions of those crimes listed in SC Code 20-7-1642 and/or is listed on the SC Sex Offender Registry

Supported Living Models I & II

	Environment	Guidance
SL 1.0	Supported Living settings must afford residents basic comfort.	<p>Setting must have:</p> <ul style="list-style-type: none"> • Working sink with hot (between 100 – 130 degrees F) and cold running water. • Operable heat • Operable electricity • Working tub/shower with hot (between 100 – 130 degrees F) and cold running water. • At least one bed with mattress and bedding for every resident (unless a married couple choose to share a bed) • A working toilet
SL 1.1	Supported living settings must afford resident's basic safety.	<p>Setting must have:</p> <ul style="list-style-type: none"> • Carbon Monoxide detector if fuel burning appliances are used • Lockable exterior doors and windows • Be free from obvious hazards • Be sanitary
SL 1.2	Supported living settings must have sufficient space for privacy.	When occupied by more than one resident the setting must afford each resident sufficient space and opportunity for privacy including bathing/toileting facilities behind a lockable door, lockable doors on bedroom/sleeping quarters and lockable storage.
SL 1.3	<p>Supported Living Settings must receive a fire safety inspection by the State Fire Marshal's Office:</p> <ul style="list-style-type: none"> a) Prior to the home being licensed by DDSN or its contractor, annually , and following major structural changes. b) Any deficiencies received during the fire inspection must be reviewed by SCDDSN prior to the home being licensed. 	<p>See fire code requirements at http://www.llr.state.sc.us/firemarshal.asp</p>
SL 1.4	<p>Support providers must have a standard First Aid Kit that is:</p> <ul style="list-style-type: none"> A. Readily accessible B. Well stocked for the numbers of people supported. 	<p>Recommended contents by American Red Cross: 3/4" x 3" standard adhesive bandages; mini bandages; 2" x 2" sterilized gauze pads; 1" x 5 yards self-adherent wrap; triple antibiotic ointment; providone-iodine antiseptic/germicide swabs; alcohol prep pads;</p>
	Health	Guidance

SL 2.0	Medications are stored safely in the resident's apartment unless contraindicated.	Medications not in the person's apartment will be stored in a locked location under proper conditions (i.e. sanitation, temperature, light, humidity, and security).
SL 2.1	<p>For people not independent in self-administration of medication, staff maintain a log to denote:</p> <p>Name of medication given</p> <p>Name of staff administering medication</p> <p>Time and date the medication was given</p> <p>Dose administered</p>	<p>Log must be reviewed monthly for accuracy and completeness. If errors are noted, actions must be taken to alleviate future errors.</p> <p>Over the counter medications should also be recorded.</p>
SL 2.3	Medications are administered safely and accurately.	<ul style="list-style-type: none"> • Medication has not expired. • There are no contraindications, i.e., no allergy for the drug. • Administered at: <ul style="list-style-type: none"> ○ Proper time ○ Proper dosage ○ Correct route
SL 2.4	Orders for new medications and/or treatments must be filled and given within 24 hours unless otherwise indicated.	If orders are given as the result of a self initiated or family initiated physician, PA or CNP visit, orders must be filled and given within 24 hours of learning about the visit.
SL 2.5	Changes to medication or treatment regimes must be made within 24 hours of ordered change unless otherwise indicated.	If changes are made as the result of a self initiated or family initiated physician, PA or CNP visit, orders must be filled and given within 24 hours of learning about the changes.
	Staff	Guidance
SL 3.0	<p>Prior to providing services support providers must pass the following criminal background checks:</p> <ul style="list-style-type: none"> A. South Carolina State Law Enforcement Department check; B. South Carolina State Law Enforcement Department Sexual Offender check; and C. South Carolina Department of Social Services Central Registry of Child Abuse & Neglect check. D. Driver's license checks if the duties of the job require transportation of people receiving services. 	<p>South Carolina Code of Law Section 44-7-2929 Article 23</p> <p>The Provider must have a policy in place regarding periodic re-checks.</p> <p>No person (staff, coordinator) may be employed in a residential setting, who has been convicted, pled guilty or nolo contendere to:</p> <ul style="list-style-type: none"> • Abuse, neglect or mistreatment of a consumer in any health care setting; • An "Offense Against the Person" as provided for in Chapter 3, Title 16; • An "Offense Against Morality or Decency" as provided for in Chapter 15, Title 16; • Contributing to the delinquency of a minor as provided for in Section 16-17-490 • The common law offense of assault and battery of a high and aggravated nature; • Criminal domestic violence, as defined in Section 16-25-20

		<ul style="list-style-type: none"> • A felony drug-related offense under the laws of this state; and • A person who has been convicted of a criminal offense similar in nature to a crime previously enumerated when the crime was committed in another jurisdiction or under federal law; has a substantiated history of child abuse and/or neglect and/or convictions of those crimes listed in SC Code 20-7-1642 and/or is listed on the SC Sex Offender Registry
SL 3.1	Support Providers must be at least eighteen (18) years of age and have a high school diploma or its equivalent.	<p>When a high school diploma or its equivalent is a result of a correspondence program or distance/on-line learning program, it may only be used when the school or entity is approved by a local board of school trustees from the state in which the diploma or its equivalent was issued.</p> <p>A South Carolina high school certificate is not equivalent to a high school diploma.</p>
SL 3.2	Support providers must pass an initial physical exam prior to working in the residence.	Pass = No documentation in the physical exam report of conditions present that would jeopardize health and safety of people receiving services or staff's ability to perform required duties.
SL 3.3	Support providers must pass initial tuberculosis screening prior to working in the residence and annually thereafter.	Pass = no evidence of communicable disease
SL 3.4	Minimum Support Provider to resident ratio is 1:20	
SL 3.5	<p>All Supported Living providers must designate a staff member who is responsible for developing and monitoring the person's residential plan and who meets the following qualifications:</p> <p>A. bachelors degree in human services from an accredited college or university;</p> <p>B. Is at least 21 years of age;</p> <p>C. Has at least one year of experience (e.g., paid or voluntary) working directly with persons with mental retardation or other related disabilities.</p>	<p>"Human Services" = human behavior (e.g., psychology, sociology, speech communication, gerontology etc.), human skill development (e.g., education, counseling, human development), humans and their cultural behavior (e.g., anthropology), or any other study of services related to basic human care needs (e.g., rehabilitation counseling), or the human condition (e.g., literature, the arts). The provider can exercise wide latitude of judgment to determine what constitutes "human services". The key concern is the demonstrated competency to do the job.</p>
SL 3.6	Sufficient staff must be available 24 hours daily to respond to the needs of the residents and implement their programs.	<p>For SLP II, available means that staff must be on site or be able to reach the site within 15 minutes.</p> <p>For SLP I, available means available by phone 24 hours daily, 7 days a week.</p>